



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

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## ASSOCIATE INSURANCE RATE ANALYST

**\$4,619 - \$5,784**

**RATE SPECIALIST BUREAU  
LOS ANGELES**

### RESPONSIBILITIES:

Under direction of the Bureau Chief, the incumbent prepares analyses, compilations, and summaries of insurance rates. Typical duties will include but are not limited to: review and analyze rate filings containing rates, rating plans, rating systems, manual rules and policy forms to determine completeness and accuracy of data, impact on rates, appropriateness of forms, and compliance with California Insurance Code and California Code of Regulations; effectively communicate with insurers and other departmental staff to gather information and research issues; finalize worksheets and prepare recommendations; assist the team leader in maintaining organizational and operational functions for the assigned team; complete individual projects or assist in group projects as assigned by the team leader or the Bureau Chief; and other related duties as required. This is an opportunity to work at a state agency focused on consumer protection. New hires receive on the job training in the details of the rate approval process.

### DESIRABLE QUALIFICATIONS:

- Understand mathematical algorithms and be able to use statistical methods and various computer application programs
- Ability to gather and analyze data, reason logically, draw valid conclusions and prepare reports.
- Ability to communicate effectively, both oral and written
- Ability to develop effective working relationships with all levels of staff
- Willingness to pursue professional enhancement activities by acquiring and maintaining an advanced working knowledge of insurance products, laws, practices, and procedures through independent study and continuing education courses
- Familiarity with Proposition 103 prior approval lines, and exempt, file and use lines including workers' compensation, title insurance, credit insurance and mortgage guaranty

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Insurance Rate Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

4/18/14 NT

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### DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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**APPLICATION PROCEDURE:** Please mail a completed standard [State Application STD 678](#) to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “Associate Insurance Rate Analyst, PSN # 413-321-4438-058” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3316 or email – [nicole.terrell@insurance.ca.gov](mailto:nicole.terrell@insurance.ca.gov)

**FINAL FILING DATE:** Friday May 16, 2014 – Close of Business

**NOTE:** Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant’s name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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